Prince Edward Island
Public Service Commission

Annual Report

Premier's Long Term Service Award Recipients

For the fiscal year
April 1, 1998 to March 31, 1999

Message of the Minister

30 November 1999

The Honourable Gilbert Clements
Lieutenant Governor of Prince Edward Island

Dear Sir:

In accordance with Section 4 of the *Civil Service Act*, I have the honour to submit the report of the Prince Edward Island Public Service Commission for the year ending March 31, 1999.

Respectfully submitted,

Patricia J. Mella
Minister Responsible for the
PEI Public Service Commission

100-05176/

Message of the Chair

30 November 1999

The Honourable Patricia J. Mella
Minister Responsible for the
PEI Public Service Commission
PO Box 2000
Charlottetown, PE C1A 7N8

Dear Madam:

I have the honour to present to you the Annual Report of the Prince Edward Island Public Service Commission for the year ending March 31, 1999.

The report offers detailed information about the programs and activity undertaken by the Board and its staff during the past year. Plans for meeting the anticipated challenges of 1999-2000 and beyond are also outlined in this report.

Respectfully submitted,

Basil Haire
Chair, PEI Public Service Commission

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Message of the Chief Executive Officer

I am pleased to present this report of activities of the PEI Public Service Commission for the fiscal year ending March 31, 1999.

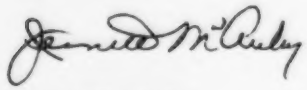
In July 1998 the new Public Service Commission came together resulting in the establishment of a valuable critical mass of human resource professionals. In a complementary manner, many departments have established dedicated human resource managers which further complement the number of essential resources to support government's employers and employees.

This year saw the commission reorganize itself, take on major classification studies, initiate a staffing plan to convert approximately 500 casual positions to permanent, develop legislation for the establishment of a hiring process for seasonal workers, start the implementation of the PeopleSoft information system and begin the course of planning and developing a corporate human resources plan.

As an organization, we recognize that the need to be future oriented has never been greater. The demands on the public sector, increasing challenges within health care, the promotion of Prince Edward Island as a world-class competitor in a global economy and the aging demographic profile of our employees all point to the need to focus on our human resources.

We believe, working collaboratively with departments, we have the skills, abilities and imagination to make a difference.

Respectfully submitted,



Jeanette MacAulay
Chief Executive Officer

Message de la directrice générale

J'ai le plaisir de déposer le rapport d'activité de la Commission de la fonction publique de l'Î.-P.-É. pour l'exercice financier se terminant le 31 mars 1999.

Au mois de juillet 1998, on établissait la nouvelle Commission de la fonction publique après avoir atteint une masse critique précieuse composée de professionnels en ressources humaines. En outre, de nombreux ministères ont mis en poste des gestionnaires de ressources humaines dévoués qui viennent se greffer en complément au nombre des ressources dont nous disposons pour appuyer les employeurs du gouvernement et leur personnel, et qui nous sont d'un recours précieux.

Au cours de l'année, la Commission s'est réorganisée, a entrepris des études de classification importantes, a lancé un plan de dotation permettant de convertir environ 500 postes occasionnels en des postes permanents, a élaboré des mesures législatives visant l'établissement d'une démarche d'embauche du personnel saisonnier, a débuté la mise en oeuvre du système d'information PeopleSoft et a mis en branle la démarche de planification et de développement d'un plan directeur en ce qui concerne les ressources humaines du gouvernement.

À titre d'organisme, nous sommes conscients qu'il nous faut plus que jamais nous orienter vers l'avenir. Les exigences auxquelles le secteur public fait face, l'augmentation des défis qui se posent dans le système de soins de santé, la promotion de l'Î.-P.-É. à titre de concurrente de classe internationale dans une économie mondiale, ainsi que le profil démographique vieillissant de notre personnel nous rappellent la nécessité de nous concentrer sur nos ressources humaines.

Nous sommes d'avis qu'en travaillant de concert avec les ministères, nous disposons des compétences, des capacités et de l'imagination qui nous permettront de nous démarquer.

Le tout respectueusement soumis,

Jeanette MacAulay
Directrice générale

The PEI Public Service Commission Board Members

Basil Haire, Chair

Mr. Haire is currently a private consultant whose work includes sessional lecturer at UPEI, instructor, facilitator and advisor on organizational review issues. He has a lengthy career in the educational sector as teacher, guidance counsellor and administrator and most recently has also worked in administration in the health sector.

Maureen Doyle

Ms. Doyle has 15 years experience in the administrative field. She was employed with Dalhousie University, Portland Estates Ltd. and departments of Transportation and Communication and Lands and Forestry. Ms. Doyle presently lives in Earnscliffe.

Blair James

Mr. James works with the Housing Authority, Queen's Region Health. He has been employed in the housing field for the past 29 years.

From 1977 until 1980, Mr. James was President of the Union of Public Sector Employees and was Vice President of the National Union of Provincial Government Employees for three years.

New Organization Created

Toward a New Millennium

Public sector organizations are facing new challenges as we move toward a new millennium. Expectations for quality service and accountability have never been higher, while equally pressing is the need for increased efficiencies and good use of resources. The impact of technology has led to many advances and a competitive global economy. The role of the public sector is changing to respond to the changing world we live in. Demographic changes are beginning to have significant impacts on our society, not only on what services are needed but also in how services are delivered. All these changes speak to the need for an increased focus on government's critical resource – its people.

New Organization

The Prince Edward Island Public Service Commission has been created within the past year as an independent agency of government charged with providing leadership and coordination to human resources in the public sector of the province. The amalgamation of the former Staffing and Classification Board and the Human Resources Division of Provincial Treasury, provides an organization with the expertise to respond strategically to the challenges we face. The new commission is better positioned to provide the full range of integrated human resource services:

- Classification
- Recruitment and Selection
- Organizational Design and Development
- Human Resource Planning
- Payroll and Benefits Administration
- Staff Development
- Policy Development
- Occupational Health and Safety
- Labour Relations
- Employee Assistance Program

The commission provides human resource services to all government departments, the five regional health authorities and to a limited degree, to the school boards.

A single organization providing human resource leadership is a significant advance at a critical time. A single organization also facilitates partnership and creativity in addressing the challenges we face. Building on this philosophy, the commission is focused on developing partnerships with government departments, health regions, unions and other stakeholders in the development of strategic human resource initiatives.

The PEI Public Service Commission

Mandate

The PEI Public Service Commission strives to lead PEI's public sector through rejuvenation, while contributing strategically and operationally to Government's corporate agenda.

Purpose

The purpose of the commission as outlined in the *Civil Service Act* is:

- to maintain a professional and independent civil service;
- to foster the development of a public service that is representative of the province's diversity;
- to provide the public with a service which is responsive and flexible to their needs; and,
- to foster a constructive working relationship among the Government, its employees and their representatives.

Strategic Goals

The commission has established the following strategic goals to guide its work:

- to revitalize the civil service through the creation of strong leadership, training and development;
- to provide management with timely information to manage effectively;
- to establish a Government Human Resource Planning process;
- to provide an integrated delivery of quality human resource services to the broader public sector;
- to foster a culture of employee satisfaction, resulting in the delivery of quality service;
- to create a common agenda for human resources with the health and education sectors;
- to stabilize the casual employment in the PEI civil service; and
- to develop and support the staff of the commission to deliver quality human resource services to the public sector.

1998/99 Highlights

Completing its first year of operation, the PEI Public Service Commission can look back on a year of excitement, challenges, and accomplishment. Some highlights of the year include:

- Creation of the PEI Public Service Commission.
- Implementation of a new collective agreement with UPSE.
- Completion of a classification study of UPSE health positions.
- Development and implementation of the Casual Conversion Project.
- Creation of the Human Resource Managers group to coordinate HR issues between departments and the commission.
- Support in the re-establishment of the Directors' Forum.
- Establishment of a new Management Trainee Program.
- Creation of a Seasonal Hiring Centre to staff seasonal positions for government.
- Partnership with employers to develop strategies for the recruitment of hard-to-recruit positions.
- Creation of an Employment Equity/Diversity Committee aimed at enhancing diversity within the civil service.
- Coordination of the New Employee Innovation Awards Program which promotes and recognizes employee innovation resulting in greater program effectiveness and efficiency.
- Coordination of the Employee Microcomputer Purchase Plan, which facilitates the development of employee computer skills.
- Evaluation, purchase, planning and implementation of PeopleSoft, a human resource management information system.
- Creation of a French Language Training Centre, resulting from a co-location of the federal and provincial language training groups.
- Assistance to departments in significantly reducing the number of work orders issued by Workers Compensation Board by placing greater priority on workplace health and safety.
- Assistance to worksites in dealing with stress and difficult human resource issues; and assistance in the continued development of employees through a broad range of learning opportunities.
- Partnered with IPAC, Federal Government and Knowledge Economy Partnership (KEP) in the development of Quality, Pride in Service Project.

Policy and Planning Division

The Policy and Planning Division is responsible for providing leadership in human resource planning, policy development, employment equity/ diversity, initiatives and coordination of the Management Trainee Program.

Human Resource Planning

Planning Resource

The creation of the Public Service Commission facilitated the deployment of resources to planning, a void that existed in the past. One of the strategic goals of the commission is the establishment of a human resource planning process for government. The past year has seen significant work on this priority. An environment has been established to facilitate a partnership between the commission and departments in addressing HR issues.

Human Resources Managers

Government departments created and staffed Human Resource Manager positions to respond to the significant human resource challenges that are emerging. A partnership approach has emerged as the HR managers have developed a functional group that has provided the stimulus to further HR planning within government.

The HR Managers Committee sponsored a HR planning project. Planning was underway to hire three students from the UPEI Business Internship Program to research HR planning, complete a demographic analysis, update the orientation package for new employees and coordinate the update of employee profiles.

Directors Forum

During the year, the Directors' Forum was established as a means of communication, networking and sharing of common issues within the directors group. The commission took the initiative to get the group together. The group meets on a bi-monthly basis and has had input and presentations on a number of HR issues during the year. This group will be influential in providing leadership to HR initiatives within departments.

There have been emerging issues in recruitment and retention of health care professionals. The commission has been instrumental in working to respond to these significant challenges through its involvement in the HR Planning Committee, with representatives of the health regions and the Department of Health and Social Services.

Policy Development

Staffing Policies

In response to identified need, the commission has been involved in policy development. There has been a devolvement of responsibility for the staffing of temporary positions to government departments. To ensure that a quality service is delivered, the commission developed a comprehensive policy manual on the staffing process and provided complementary training for management staff who would be involved in the selection process. The commission continues to provide consultative services to departments on temporary staffing issues.

Telework

To facilitate flexible working arrangements for the benefit of both the employee and employer, Telework Guidelines were developed for use within government. The guidelines provide parameters for the effective use of teleworking in response to recent technological advances.

Employment Equity/Diversity

Diversity

A change to the *Civil Service Act* in June 1998 included "the development of a public service that is representative of the province's diversity" as one of the four purposes of the commission.

In June 1998, an Employment Equity/ Diversity Committee was established with representation from various departments of government to provide guidance on the development of a diversity strategy for the province.

The commission continued to work with Queens Region Health to provide job preparation and placement services for employment disadvantaged individuals.

Partnership

The commission partnered with federal government departments in the Diversity Partnership Program, an innovative program that facilitated learning and job placement opportunities for employment equity employees of the provincial and federal governments. The initiative also facilitated shared training opportunities for executives and managers within the broad public sector in PEI. This program surpassed its objectives in training and employment opportunities and provided for the sharing of resources between the two levels of government.

Management Trainee Program

Like most other public and private sector organizations, the province has an aging management group. With the recognition that recruitment of management personnel will be a significant challenge in the near future, the commission instituted a Management Trainee Program and hired two trainees. The trainees will be exposed to a variety of work placements and learning opportunities over the course of the program. This program provides the opportunity to bring new employees, with current management training, into government and provide them with the valuable opportunity to work in challenging placements in a variety of settings to further the development of the trainees with exposure to a mentor with extensive experience in public sector leadership.

Staffing Services 1998-1999

Employee Selection

The Staffing Services Division provides leadership and service delivery to ensure that qualified, competent employees are selected for position vacancies by processes which are fair, consistent, equitable and perceived as such by employees and the public.

Services are provided to government departments in accordance with the *Civil Service Act* and to the Health and Community Services System, as outlined in the *Health and Community Services Act*, and in compliance with the relevant collective agreements.

Recruitment

The Staffing Division is responsible for the development and distribution of job advertisements and postings for civil service and health sector positions. The division receives and processes the employment applications received in response to the advertisements and postings as well as a large number of unsolicited applications.

Selection

A staffing officer is assigned to each competition and works with employer representatives to establish a comprehensive selection process. Position analyses and evaluation criteria specific to the position being filled are developed to ensure the process is relevant. The selection board, comprised of employer representatives and a staffing officer, screen applications to determine which candidates are eligible and qualified for the competition. These candidates are then evaluated and appointments are made.

Accomplishments

The past year saw considerable reorganization within government. The Staffing Division was involved in completing the transfer of Community and Correctional Services back into government and the amalgamation of the Health and Community Services Agency with the Department of Health and Social Services. There were reorganizations as well with the creation of the new departments of Development, Fisheries and Tourism, and Technology and Environment. There was considerable consultation and staffing activity involved in each of these reorganizations.

Casual Conversion

Government decided to classify 495 long-standing casual positions. Staffing Services was highly involved in partnering with departments to plan a process to staff these positions.

Seasonal Hiring Center

Government also committed to establishing a fair hiring process for seasonal employment. The commission was involved in establishing a Seasonal Hiring Centre to fill seasonal positions that are not filled by employees returning from the previous season.

Skills shortages were experienced in a number of specialties, notably, nurses, pharmacists, social workers and some areas in the Information Technology field. Special recruitment efforts were developed to respond to these shortages.

The division participated in a large number of job fairs throughout the province, at the high school, college and university level in an effort to interest young Islanders in pursuing a career in the public sector.

The past year has been a particularly busy and challenging one for Staffing Services. There were significant increases in the number of competitions, applicants and offers of employment, as indicated in the following chart.

1998-99 Staffing Statistics

	Government	Health Sector	Total
Internal Competitions	179	1,124	1,303
Open Competitions	83	116	199
Total Competitions	262	1,240	1,502
Competition Applicants	2,686	8,545	11,231
Uncalled Applicants		2,659	2,659
Total Applicants	2,686	11,204	13,890
Interviews	707	1,953	2,660
Permanent Appointments	139	506	645
Temporary Appointments	129	737	863
Casual Appointments	12	253	265
Total Appointments	**280**	**1,496**	**1,776**

Employee Relations Division 1998-1999

Overview

The Employee Relations Division contributes toward a well managed productive workforce through leadership and service in human resource management. To achieve this, the division is organized into three sections.

Employee Benefits

The Employee Benefits Section provides a centralized administrative location for the government's employee benefits programs. Services provided include: financial management of the benefit programs; administration of pension programs to active and retired government employees, judges and MLAs; and administration of a centralized employee benefits budget.

Personnel and Labour Relations Services

Personnel and Labour Relations Services provides assistance to management on a wide spectrum of human resource issues; represents Treasury Board in collective bargaining within the public sector; manages the civil service payroll and human resource information services; provides advice on the administration and interpretation of the collective agreement between Government and the Union of Public Sector Employees; and develops and implements, with the assistance of Government departments, policies and programs consistent with organizational needs.

Classification Services

The role of Classification Services is to determine the relative worth of jobs. This is fundamental to the employer's commitment to compensate employees fairly and equitably for the work they do. To this end, Classification Services is responsible for the development, maintenance and administration of the job evaluation process, and the classification plan which establishes the framework for salary negotiations. The section also provides advice on organizational design and compensation.

Classification Services provides services for departments of government in accordance with the *Civil Service Act*. The section provides services to the regional health authorities as provided for in the *Health and Community Services Act*. Services are also provided to other public sector organizations such as Workers Compensation Board, Enterprise PEI and employers within the education sector.

Division Highlights

New Pension Administration System

The increasing complexities of pension administration and the growing demands of an aging workforce necessitated automating the administration of the Civil Service Superannuation Fund. Consequently, Employee Benefits entered into an arrangement with Morneau Sobeco of Fredericton, New Brunswick, leaders in the pension administration field, to utilize their pension administration software.

This system, slated to go live by April 2000, will provide Employee Benefits with a capability to provide faster turn-around times on calculations; but more importantly, it will provide an ability to produce necessary management and individual information such as annual pension statements for members of the Civil Service Superannuation Plan.

Mediation/Arbitration Used to Finalize the Collective Agreement

The Civil Service Collective Agreement was finalized on December 11, 1998. The Union of Public Sector Employees and the Civil Service Negotiating Team commenced negotiation on April 30, 1998, and met for 21 days from that date

until September 3, 1998, when an impasse was reached. The parties agreed to use a mediation-arbitration model in settling the articles remaining in dispute. The arbitrator, Honourable George W. Adams, awarded a three-year agreement (April 1, 1998 - March 31, 2001) with wage increases of two percent, two percent, 2.25 percent.

Staff of the Public Service Commission subsequently led information sessions to management and administrative employees on the changes to the Collective Agreement and implemented necessary system changes.

Reciprocial Agreement

Significant work was accomplished toward reaching an agreement between the civil service, Regional Health Authorities and the Union of Public Sector Employees to enhance the mobility of permanent employees between these employers. This agreement will allow the transfer of service and certain benefit entitlements.

Classification Studies

During the fiscal year, the Classification Section finalized the Classification Study of UPSE/health sector positions, covering approximately 1,100 positions throughout the five health regions. Evaluation results were accepted by the Joint Union-Management Committee in August of 1998.

Classification staff completed the evaluations in the IUOE Classification Study and reviewed the results with the joint committee by year end. The Joint Committee accepted the results of the study prior to the commencement of negotiations, which are still ongoing. The study includes approximately 577 positions in various occupational groups.

Classification staff continue to work on the evaluations of approximately 800 positions in the PEI Nurses Union.

Casual Conversion

Significant work was accomplished with the intended conversion of approximately 500 casual division positions to permanent classified positions. Consultation with the union, the departments of government and Public Service Commission occurred to set the framework. Amendments to the *Civil Service Act* were proclaimed allowing casual employees a window of opportunity for in-service competition. The first group of 56 positions were reviewed and classified in March 1999.

Integration of Employees to the Civil Service

The transfer of employees from the health sector to the departments of Health and Social Services and Community Services and Attorney General resulted in a number of services being provided by the division including advising and consulting on transitional issues related to terms and conditions of employment, classification of approximately 310 positions and administration of payroll related activities.

Classification Report

April 1, 1998 - March 31, 1999

Location	Positions Classified
PEI Civil Service - Regular	194
Reintegration Positions Casual Conversion	306 56
Health Sector - Regular - IUOE Study	77 557
Enterprise PEI	9
Food Technology Centre	1
Education Sector	5
Workers Compensation Board	5
Other	11
TOTAL	1221

In addition, the UPSE Health Study was completed in FY 1998-99 (1,063 positions). The project began in FY 1997-98.

Workforce Renewal Division

The Workforce Renewal Division is responsible for researching and facilitating the development and delivery of workforce renewal programs and initiatives. The division also plays a lead role in the implementation of the PeopleSoft Human Resources Management System. The following outlines the division's responsibilities and activities in further detail.

Occupational Health and Safety

The Occupational Health and Safety (OHS) Program provides direct occupational health and safety services to employees and managers of the civil service. Programs are directed at maximizing safety and well-being in the workplace. Career counselling and rehabilitative services are supplied to employees receiving long-term disability benefits. OHS services are provided to the Health and Community Services System on a contracted consultative basis.

During the past year there was a marked increase in the number of requests for office ergonomics and individual assessments of work stations. These assessments ensure that the computer keyboard, monitor and mouse are positioned properly to minimize repetitive strain syndrome commonly developed by computer operators.

There was also an increase in the number of requests for wellness initiatives. The staff of the section partnered with the Learning Centre, Employee Assistance Program and others to deliver training in this area. The section also assisted units in both the health and education sectors to organize and deliver similar sessions to their employees.

During the year OHS staff conducted over 130 on-site workplace inspections and performed follow-up action where necessary. The purpose of these inspections was to recommend ways to make the workplace safer. These inspections helped to significantly reduce the number of work orders issued by the Occupational Health and Safety inspectors from the Workers Compensation Board. The reduced number of work orders is also an indication that departments are placing more priority on workplace health and safety.

Employee Assistance Program

The mission of the Employee Assistance Program (EAP) is to contribute toward the total health of employees in order to have a productive and satisfied workforce. This is accomplished in a two-fold manner: 1) through confidential counselling offered to employees whose job performance is (or has the potential to be) adversely affected by personal or work-related stress; and 2) through timely group sessions focusing on wellness programming delivered in the worksite.

During the past year activities were consistent with the mandate to offer individual stress management and worksite wellness planning.

Worksites are requesting assistance in learning to deal with stress and there has been an increase in the number of supervisors requesting support to deal with difficult human resource issues.

A total of 3,531 employees attended sessions offered on a variety of topics related to stress, lifestyle management and wellness. There were 34 sessions offered in the education sector, 29 in the health sector and 17 in the civil service.

In terms of individual service there were over 700 referrals to the EAP office.

The Learning Centre

The Learning Centre assists in improving service delivery by providing a broad range of learning opportunities and consultative services to all provincial government departments and agencies. The centre also provides support to the regional health authorities and the provincial school units upon request.

In addition to the above, the Learning Centre has delivered services to the University of Prince Edward Island, Human Resources Development Canada, Public Service Commission of Canada and Veterans Affairs Canada.

During the fiscal year April 1998 to March 1999, the centre designed and delivered 24 in-service workshops for 580 participants as well as 80 customized sessions which were attended by 1,929 participants.

Although the areas of intervention were varied, the continued focus of the Learning Centre's work was in the areas of teamwork and maintaining and regenerating positive work environments. In response to the casual conversion initiative, the Learning Centre designed courses in employee selection and mastering the job interview.

Additional areas of involvement for staff included the Quality Pride in Service Project and committee work exploring the feasibility of a PEI Leadership Institute.

In August, federal and provincial language training staff co-located under one roof, establishing the Language Training Centre in Charlottetown. This Federal/Provincial partnership of providing French language training to public servants was the first of its kind in Canada.

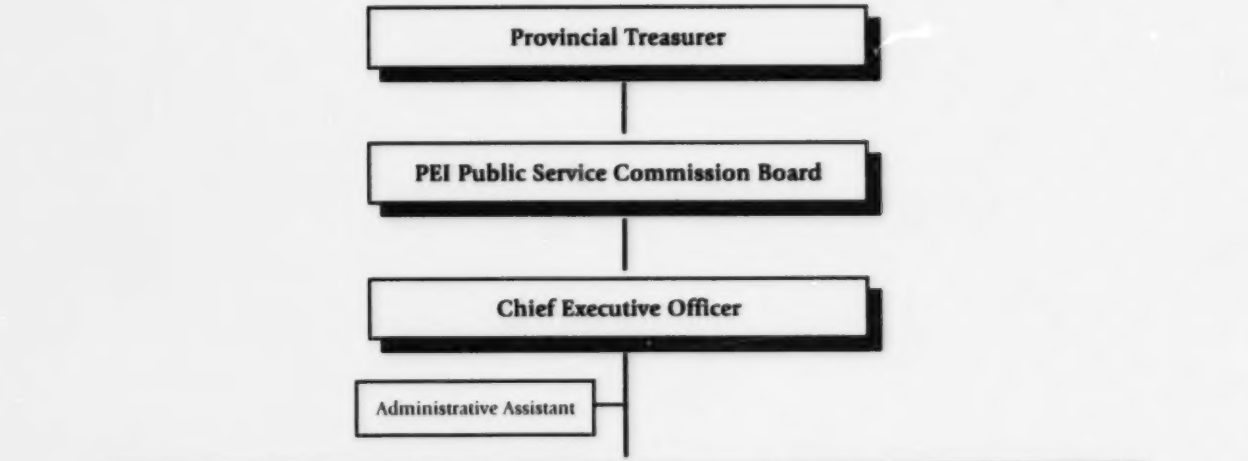
During the year the Province contracted with the Public Service Commission of Canada to deliver full-time French language training to federal public servants. The Province hired and managed the teachers who delivered the training program.

As well, a complete program of evening courses was continued for provincial government employees. A total of 154 provincial employees registered for four hours of conversational French each week at locations in Charlottetown, Summerside, Montague and Alberton. The concept of a spring and fall session was also piloted.

Special Project

The PeopleSoft integrated Human Resource Management Information System was purchased through an alliance composed of Veterans Affairs Canada and the province. The division provided leadership toward the planning and implementation of the system, which is year 2000 compliant. The system is scheduled to be implemented in the civil service in November 1999 and in the health sector by March 2000. The PeopleSoft system will provide human resource information which is critical to the human resource planning function.

Organizational Chart



- Leadership Development Program
- Employee Assistance Program Services
- Training and Development

- Seasonal Hiring Center
- Health and Government Staffing

- Diversity
- Human Resource Planning
- Management Trainees

- Labour Relations
- Classifications
- Pension Benefits
- Payroll Administration

Appendix A

Public Service Commission Expenditure by Division

	Unaudited Actual 98/99	Budget Revised 98/99	Budget Estimate 98/99
Management			
Administration	$ 23,683	$ 9,200	$ 7,000
Equipment	18,952	2,100	1,500
Materials and Supplies	2,643	1,100	3,100
Professional and Contract Services	75,683	518,600	200,000
Salaries	375,121	381,800	533,800
Travel and Training	18,913	23,200	19,700
	$ 514,995	$ 936,600	$ 765,100
Employee Benefits			
Administration	$ 5,209	$ 5,500	$ 8,500
Equipment	718	1,500	1,500
Materials and Supplies	382	1,500	2,700
Salaries	175,798	184,500	172,100
Travel and Training	4,636	5,200	4,500
	$ 186,743	$ 198,200	$ 189,300
Personnel Services			
Administration	$ 20,944	$ 15,700	$ 4,200
Equipment	15,028	4,300	1,000
Materials and Supplies	4,471	1,700	4,000
Professional and Contract Services	195,707	205,700	140,000
Salaries	216,413	198,600	235,000
Travel and Training	2,772	4,400	4,200
	$ 455,336	$ 430,400	$ 388,400

	Unaudited Actual 98/99	Budget Revised 98/99	Budget Estimate 98/99
Classification			
Administration	$ 3,362	$ 4,800	$ 4,600
Equipment	8,582	0	1,500
Materials and Supplies	387	1,000	2,000
Salaries	227,145	283,000	233,900
Travel and Training	131	1,000	4,500
	$ 239,607	**$ 289,800**	**$ 246,500**
Learning Centre			
Administration	$ 19,507	$ 17,100	$ 11,100
Equipment	2,264	2,900	2,900
Materials and Supplies	9,999	10,300	4,800
Professional and Contract Services	4,968	0	0
Salaries	181,311	205,300	211,800
Travel and Training	27,256	38,500	67,200
	$ 245,306	**$ 274,100**	**$ 297,800**
Employee Assistance Program			
Administration	$ 18,882	$ 17,200	$ 17,200
Equipment	16,032	15,800	2,500
Materials and Supplies	1,878	4,700	5,300
Professional and Contract Services	537	600	0
Salaries	143,826	141,400	133,400
Travel and Training	9,139	8,000	8,000
	$ 190,292	**$ 187,700**	**$ 166,400**

	Unaudited Actual 98/99	Budget Revised 98/99	Budget Estimate 98/99
Occupational Health and Safety			
Administration	$ 3,872	$ 5,100	$ 5,100
Equipment	0	2,500	2,500
Materials and Supplies	3,281	5,700	5,700
Professional and Contract Services	608	0	0
Salaries	110,317	117,000	128,600
Travel and Training	11,038	11,900	11,900
	$ 129,117	**$ 142,200**	**$ 153,800**
Staffing			
Administration	$ 23,207	$ 19,600	$ 18,000
Equipment	18,034	3,500	2,500
Materials and Supplies	30,702	27,000	24,000
Professional and Contract Services	5,000	0	0
Salaries	805,113	729,400	592,500
Travel and Training	11,837	12,700	11,000
	$ 893,892	**$ 792,200**	**$ 648,000**
Language Training			
Administration	$ 6,656	$ 12,500	$ 6,500
Equipment	396	0	0
Materials and Supplies	507	1,100	2,500
Salaries	249,201	296,500	249,000
Travel and Training	6,559	8,000	9,000
	$ 263,319	**$ 318,100**	**$ 267,000**
Total Commission	**$3,118,607**	**$3,568,700**	**$3,122,300**

Appendix B

Public Service Commission Revenue

	Unaudited Actual 1998/99	Budget Estimate 1998/99
Federal		
French Services Agreements	$ 146,830*	$ 121,900
Total Federal Revenue	**$ 146,830**	**$ 121,900**
Provincial		
Recoverable Pension Costs	$ 127,700	$ 127,700
Health Services Contracts	566,300	566,300
Sales and Miscellaneous	82,500	82,500
Total Provincial Revenue	**$ 775,500**	**$ 775,500**

*The increase in revenue is due to a revised contract to provide French Language training to Federal employees.

Appendix C

Public Service Commission
Other Expenditure Budgetary Responsibility

The Employee Benefits budget is approved by the Legislative Assembly under separate appropriation vote and is administered by the Public Service Commission.

	Unaudited Actual 98/99	Budget Revised 98/99	Budget Estimate 98/99
Employee Benefits			
Medical/Life Benefits	$ 576,566	$ 807,000	$ 707,000
Workers' Compensation Benefits	649,936	1,522,600	1,522,600
Government Pension Contribution*	6,867,102	6,644,600	6,402,600
Retirement Benefits	$ 2,604,651	$ 1,644,700	$ 150,000
Total Employee Benefits	**$10,698,254**	**$10,698,300**	**$ 8,782,200**

- **Medical/Life Benefits** include the government's share of employee benefit package for life insurance, Blue Cross medical, etc.
- **Workers' Compensation** represents the government (employer) costs for this benefit.
- **Government Pension Contribution** is required for the annual pension matching of active civil servants, active Members of the Legislative Assembly (MLA) and pay pensions for Provincial Court Judges.
- **Retirement Benefits** represents the expenditure to cover retirement or severance pay to members of the civil service, senior compensation and Members of the Legislative Assembly.

* The 1998/99 **Revised Budget** includes a Special Warrant of $1,494,700 to provide for the liability associated with accruals to March 1999 for vacation pay, retirement pay and Workers' Compensation Benefits.

Appendix D

Public Service Commission Financial Summary

	Unaudited Actual 98/99	Budget Revised*** 98/99	Budget Estimate 98/99
Expenditure by Division*			
Management	$ 514,995	$ 936,000	$ 765,100
Employee Relations	$ 881,685	$ 918,400	$ 824,200
Staff Development	$ 828,035	$ 922,100	$ 885,000
Staffing	$ 893,892	$ 792,200	$ 648,000
Total Public Service Commission	$ 3,118,607	$ 3,568,700	$ 3,122,300
Other Budgetary Responsibilities**			
Employee Benefits	$10,698,254	$10,698,300	$ 8,782,200
Revenue*			
Federal Sources	$ 146,830	$ 173,500	$ 121,900
Provincial Sources	$ 819,071	$ 775,500	$ 775,500

* Detailed budgetary information is included in Appendix A and B.

** Detailed budgetary information is included in Appendix C

*** The 1998/99 Revised Budget is inclusive of $446,400 in Special Warrants approved by the Legislative Assembly and the transfer of funds among the divisions of the commission.

Civil Service Establishment

Department /Agency	Exec Division	Classified Division								Casual Divison	Total All Divisions
		Employees					Vacant Positions				
		FT	EXL FT	PT	EXL PT	Total	FL	PT	Total	Total	
Agriculture & Forestry	1	115	13	28	0	156	8	2	10	40	207
Auditor General	1	10	3	0	1	14	4	1	5	0	20
Community Services and Attorney General	0	242	46	49	0	337	21	5	26	101	464
Development	1	31	3	4	0	38	0	0	0	10	49
Education	1	80	11	27	0	118	7	1	8	84	211
Employment Development Agency	0	4	1	0	0	5	1	0	1	3	9
Technology & Environment	1	84	7	4	0	95	1	1	2	25	123
Executive Council	11	0	7	0	0	7	2	1	3	3	24
Fisheries & Tourism	1	27	4	13	0	44	5	3	8	41	94
General Government	0	1	1	0	0	2	0	0	0	0	2
Health & Social Services	3	98	24	9	0	131	23	2	25	22	181
Liquor Control Commission	1	83	4	11	0	98	14	2	16	52	167
Provincial Treasury	1	114	26	1	0	141	14	0	14	12	168
Public Service Commission	1	0	44	0	3	47	3	0	3	15	66
Transportation & Public Works	1	308	15	43	0	366	66	23	89	305	761
Total March 1999	24	1197	209	189	4	1599	169	41	210	713	2546
Total March 1998	22	1026	162	168	3	1359	200	37	237	636	2254
Difference From Last Year	2	171	47	21	1	240	-31	4	-27	77	292

NOTE: Non Classified Employees from Legislative Assembly are no longer included as Executive Appointments
Legend: FT = Full-time EXL FT = Excluded Full-time PT = Part-time EXL PT = Excluded Part-time

Length of Service Profile

Classified Division
Full-time and Part-time
March 31, 1999

Service	Male	Female	Total	Percentage of Total
0 - 4	81	87	168	10.5%
5 - 9	169	134	303	18.9%
10 - 14	194	174	368	23.0%
15 - 19	153	102	255	15.9%
20 - 24	157	105	262	16.4%
25 - 29	121	60	181	11.3%
30 - 34	35	17	52	3.3%
Over 35	9	1	10	0.6%
Total	**919**	**680**	**1599**	**100.0%**
Average	16.3	14.4	15.5	
Median	15.4	12.8	14	

Age Profile

Classified Division
Full-time and Part-time
March 31, 1999

Age	Male	Female	Total	Percentage of Total
Under 25	6	4	10	0.6%
25 - 29	13	19	32	2.0%
30 - 34	53	63	116	7.3%
35 - 39	114	124	238	14.9%
40 - 44	187	140	327	20.3%
45 - 49	205	146	351	22.0%
50 - 54	178	124	302	18.9%
55 - 59	117	46	163	10.2%
60 - 64	42	12	54	3.4%
Over 65	4	2	6	0.4%
Total	**919**	**680**	**1599**	**100.0%**
Median	47	45	46	

Departmental Profile

Classified Division
Full-time and Part-time
March 31, 1999

Department	Male	Female	Total
Agriculture and Forestry	95	61	156
Community Services and Attorney General	191	146	337
Fisheries and Tourism	34	10	44
Development	11	27	38
Education	38	80	118
Employment Development Agency	2	3	5
Technology and Environment	58	37	95
Executive Council	1	6	7
General Government	0	2	2
Health and Social Services	34	97	131
Liquor Control Commission	63	35	98
Office of the Auditor General	7	7	14
Provincial Treasury	77	64	141
Public Service Commission	13	34	47
Transportation and Public Works	295	71	366
Total	**919**	**680**	**1599**

Separations

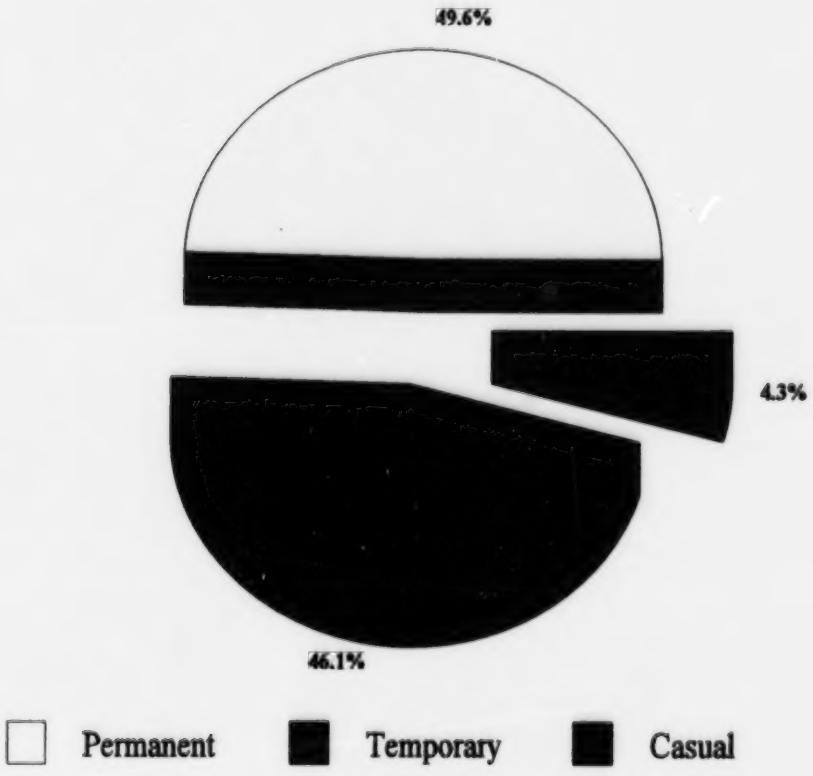
Classified Division
March 31, 1999

Reason	Male	Female	Total
Retirement	5		5
Resigned	14	8	22
Dismissal		2	2
Deceased		1	1
Lay-off (Medical)		3	3
Total	**19**	**14**	**33**

Offers of Employment by Appointment Type

PEI Civil Service

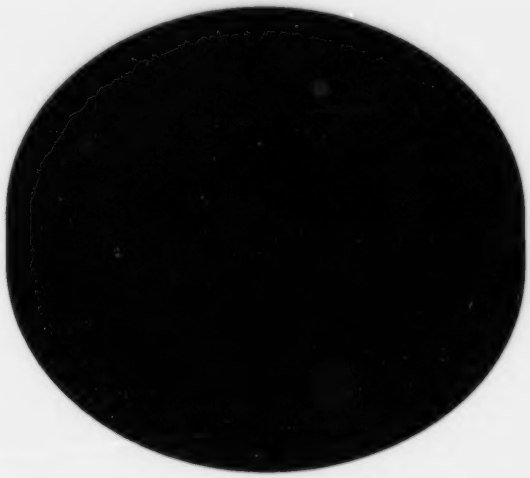
- Permanent 139
- Temporary 129
- Casual 12
- TOTAL 280



Offers of Employment by Appointment Type

Health Sector

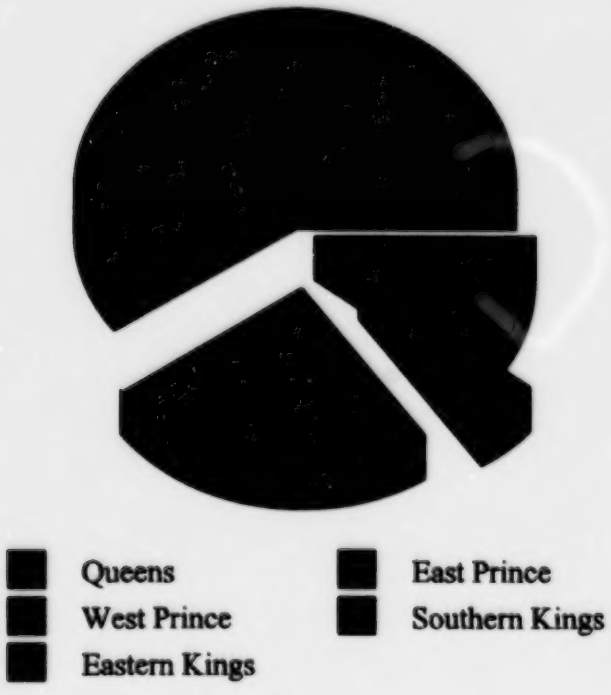
• Permanent	506
• Temporary	737
• Casual	253
• TOTAL	1,496



Offers of Employment by Location

Health Sector

• Queens	890
• East Prince	368
• West Prince	79
• Southern Kings	69
• Eastern Kings	90
• TOTAL	1,496



Percentage In-Service vs. Out-of-Service Competitions

Provincial Departments/Agencies

	In-Service	Out-of-Service
1999	68%	32%
1998	57%	43%
1997	61%	39%
1996	58%	42%
1995	40%	60%
1994	49%	51%